

## **MASTER PLUMBING W/GAS EXAMINATION**

DATE OF EXAMINATION: TBA

LOCATION: UTICA CITY HALL (COMMON COUNCEL CHAMBERS)

TIME: TBA

DEADLINE TO SUBMIT APPLICATION: TBA

APPLICATION FEE: \$25.00 – NON-REFUNDABLE

EXAMINATION FEE: \$75.00 – REFUNDABLE IF APPLICATION IS DENIED

QUALIFICATIONS: SATISFACTORY EVIDENCE MUST BE SUBMITTED THAT HE/SHE HAS SERVED A TRADITIONAL FIVE YEAR APPRENTICESHIP AND NOT ALESS THAN TWO YEARS AS JOURNEYMAN OR A NON-TRADITIONAL SEVEN YEARS EXPERIENCE IN THE PRACTICE OF THE TRADE OF PLUMBING, PROVIDING VERIFIABLE DOCUMENTATION THAT THEY ARE ENGAGED IN THE BUSINESS OF PLUMBING.

MATERIALS TO STUDY:

2020 NYS PLUMBING CODE & 2020 NYS FUEL GAS CODE

UPPER MOHAWK VALLEY REGIONAL WATER BOARD – RULES & REGULATIONS

\*PLEASE TAKE NOTICE THAT THIS WILL BE A CLOSED BOOK EXAM  
APPLICATIONS WILL BE AVAILABLE ONLINE AT: CITYOFUTICA.COM OR  
YOU MAY

REQUEST AN APPLICATIUN VIA EMAIL TO:

[codes@cityofutica.com](mailto:codes@cityofutica.com)

[rzegarelli@cityofutica.com](mailto:rzegarelli@cityofutica.com)

UPON REQUEST YOU MAY PICK UP AN APPLICATION AT CITY HALL 2<sup>ND</sup>  
FLOOR.

\*CALCULATORS ARE PERMITTED.

IF YOU KNOW OF ANYONE WHO IS QUALIFIED TO TAKE THE TEST, PLEASE  
LET THEM KNOW.

THANK YOU.

APPLICATION FOR EXAMINATION FOR  
CERTIFICATE OF COMPETENCY  
ADOPTED BY THE  
EXAMINING BOARD OF PLUMBERS OF THE  
DEPARTMENT OF CODES ENFORCEMENT- CITY OF UTICA, NEW YORK

Section 1. This Board shall hold their regular meetings upon the 2<sup>nd</sup> Tuesday of each month at 3 p.m. at City Hall, Codes Dept.

Section 2. Application for examinations will be received and reviewed at any regular meeting and the Board will determine upon what date such examination shall be made and notification of such date of examination shall be made to the applicant by the Secretary of the Board.

Section 3. The examination of approved applicants for certification, will be presented by the Examining Board of Plumbers will oversee implementation and conclusion.

Section 4. Applications for examinations shall be properly filled out and acknowledged and filed with the Secretary and shall be accompanied by the fee of Twenty Five dollars (\$25.00) which is non-refundable, as required by law before being received by the Board of Examiners. For those approved applicants, a Seventy Five (\$75.00) examination fee is required. Approved applicant will be notified by the Examining Board of Plumbers of procedure.

Section 5. The written examination, which will consist of questions and plumbing drawings, will be of such character as to fairly test the fitness and qualifications of the applicant for the trade, business or calling of plumbing.

Section 6. The applicant must achieve a grade of at least 75% on his examination in order to be entitled a certificate of competency.

Section 7. Falsehood or fraud in the application or examination shall be cause for revocation of the application and refusal of a certificate.

Section 8. The names and standings of all persons examined shall be formally entered on the records of the Board.

Section 9. Applicant shall be admitted to the examination upon the production of the official notification to appear for that purpose.

Section 10. Applications for examinations for the practice of the trade shall not be approved, nor accepted, from any applicant unless satisfactory evidence is given that he/she has served a traditional five-year apprenticeship and not less than two years as journeyman or a non-traditional seven years experience in the practice of the trade of plumbing, providing verifiable documentation that they are engaged in the business of plumbing.

Section 11. The board shall refuse to accept an application from any person who at the time of making same, may be unlawfully engaged in business as a master or employing plumbing in the City of Utica, New York.

Section 12. The Examining Board of Plumbers shall not endorse signed vouchers for applicants except in cases where the applicant is or has been in his employment.

**Pursuant to paragraph 5.092(3) of the Utica City Code**, the Commissioner of Codes, 1 Kennedy Plaza, Utica, NY 13502, 315-792-0157, shall review the application process and the examination process upon written complaint of any applicant within 15 days of the applicant receiving the results of such application and examination and make such recommendations, if any, to the Plumbing Board as the Commissioner may deem appropriate.



APPLICATION FOR EXAMINATIONS FOR A CERTIFICATE  
OF COMPETENCY

Department of Health  
City of Utica

Examining Board of Plumbers:

Gentlemen:

I respectfully apply for an examination as to my fitness and qualifications to enter and conduct the business of a master or employing plumber in the City of Utica, New York.

STATE OF NEW YORK ss.  
County of Oneida

\_\_\_\_\_  
(Sign Here)

\_\_\_\_\_ being duly sworn deposes and says, "that this application is filled out by him, and for him only, and in his own handwriting."

That his full name is \_\_\_\_\_  
(Give Full Name)

That his address is \_\_\_\_\_  
that he is a citizen of the United States, and has been a resident or taxpayer of Utica, New York from \_\_\_\_\_  
\_\_\_\_\_ to \_\_\_\_\_  
(Date) (Date)

previous to the date of this application: that he has been employed

by \_\_\_\_\_ of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name of Employer) (Name of City) (Date) (Date)

by \_\_\_\_\_ of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name of Employer) (Name of City) (Date) (Date)

by \_\_\_\_\_ of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name of Employer) (Name of City) (Date) (Date)

by \_\_\_\_\_ of \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_  
(Name of Employer) (Name of City) (Date) (Date)

that his business or employment during the past seven years has been plumbing or \_\_\_\_\_

\_\_\_\_\_ and that during such period has been engaged in the trade, business or calling of plumbing for \_\_\_\_\_ yrs. \_\_\_\_\_ mos; that he will faithfully observe the rules and regulations of the Examining Board as expressed in the Plumbing Code of the City of Utica, New York and that the whole of the foregoing statement is true.

Sworn to before me this \_\_\_\_\_  
day of \_\_\_\_\_ 20\_\_\_\_

Age of Applicant \_\_\_\_\_ years

\_\_\_\_\_  
(Sign here)

\_\_\_\_\_  
(Commissioner of Deeds or Notary Public Sign)

## VOUCHER NO.1-A

I, \_\_\_\_\_, residing at No \_\_\_\_\_  
 Street, in the City of Utica, in the State of New York and at present conducting the business of Plumbing at  
 No \_\_\_\_\_ Street, Utica, New York, do hereby certify that I have known the applicant,

Mr. \_\_\_\_\_ for a period of years from \_\_\_\_\_ to \_\_\_\_\_  
 and personally know that he has had \_\_\_\_\_ years full time apprenticeship in plumbing under my supervision and in my  
 opinion has sufficient experience as stated in this application form.

\_\_\_\_\_  
 Signature

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public  
 Com. Of Deeds \_\_\_\_\_

## VOUCHER NO.1-B

I, \_\_\_\_\_, residing at No \_\_\_\_\_  
 Street, in the City of Utica, in the State of New York and at present conducting the business of Plumbing at  
 No \_\_\_\_\_ Street, Utica, New York, do hereby certify that I have known the applicant,  
 Mr. \_\_\_\_\_ for a period of years from \_\_\_\_\_ to \_\_\_\_\_  
 and personally know that he has had \_\_\_\_\_ years full time apprenticeship in plumbing under my supervision and  
 in my opinion has sufficient experience as stated in this application form.

\_\_\_\_\_  
 Signature

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public  
 Com. Of Deeds \_\_\_\_\_

## VOUCHER NO.2-A

I, \_\_\_\_\_, residing at No \_\_\_\_\_  
 Street, in the City of Utica, in the State of New York, do hereby certify that I have known the applicant

Mr. \_\_\_\_\_ for over a period of years  
 from \_\_\_\_\_ to \_\_\_\_\_ and personally know that he has had \_\_\_\_\_ years full time  
 experience as a journeyman plumber, under my supervision as a master plumber and in my opinion has sufficient experience and qualifications  
 as prescribed in this application to take the examination for a Certificate of Competency, as given by the Examining Board of Plumbers of the  
 City of Utica, State of New York.

\_\_\_\_\_  
 Signature

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public  
 Com. Of Deeds \_\_\_\_\_

## VOUCHER NO.2-B

I, \_\_\_\_\_, residing at No \_\_\_\_\_  
 Street, in the City of Utica, in the State of New York, do hereby certify that I have known the applicant

Mr. \_\_\_\_\_ for over a period of years  
 from \_\_\_\_\_ to \_\_\_\_\_ and personally know that he has had \_\_\_\_\_ years full time  
 experience as a journeyman plumber, under my supervision as a master plumber and in my opinion has sufficient experience and qualifications  
 as prescribed in this application to take the examination for a Certificate of Competency, as given by the Examining board of Plumbers of the  
 City of Utica, State of New York.

\_\_\_\_\_  
 Signature

Subscribed and sworn to before me  
 this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

Notary Public  
 Com. Of Deeds \_\_\_\_\_

No \_\_\_\_\_

**APPLICATION**

**OF**

**NAME**

**RESIDENCE**

**for the examination for certificate of**

**competency for**

**CONDUCTING THE BUSINESS**

**OF**

**P L U M B I N G**

**FEE** \_\_\_\_\_

**RECEIVED BY** \_\_\_\_\_

**DATE** \_\_\_\_\_ **20** \_\_\_\_\_

**APPLICATION APPROVED** \_\_\_\_\_ **20** \_\_\_\_\_

**APPLICATION REJECTED** \_\_\_\_\_ **20** \_\_\_\_\_

**EXAMINATION GIVEN ON** \_\_\_\_\_ **20** \_\_\_\_\_

**Above to be filled in by the  
Secretary of the Board.**